



**STATE OF WASHINGTON  
ENVIRONMENTAL AND LAND USE HEARINGS OFFICE**

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**Minutes of Meeting  
November 6, 2012  
9:00 a.m.**

The November 6, 2012 staff meeting was called to order by Chair Kathleen Mix in the Boards' office in Tumwater, Washington. Present were Chair Kathleen Mix, Board Members Bill Lynch and Tom McDonald, Growth Management Hearings Board Member Nina Carter, Administrative Appeals Judges Kay Brown and Joan Marchioro, and the administrative staff consisting of Paulette Yorke, Janet Buechler, Vanessa Smith, and Lynn Truong.

Minutes of the October 11, 2012 meeting were reviewed and approved following appropriate motion.

The monthly case statistics report for October was briefly considered.

**Appellate Report**

Jan reported that one PCHB case was appealed to Superior Court since the last meeting. Vanessa reported that the GMHB also received one new Superior Court appeal.

**Budget Report**

Next, Kathy stated that the agency's budget remains positive. However, Linda Steinman has reported that preliminary discussions regarding the possibility of small agencies taking another round of cuts in the next biennium have started to take place. This will depend on the outcome of the election and the revenue forecast.

**Transition**

There was nothing new to discuss regarding the gubernatorial transition.

**Follow-up Items**

**Westlaw**

A continuation of the discussion regarding subscriptions followed. Kathy mentioned some of the subscriptions that were terminated following review of the Library Subcommittee. Estimates have been requested from Westlaw based on a limited number of research access accounts. There was a brief discussion regarding the agency's budget for subscription costs, use of these services, and alternative

options. Kathy, Kay, and Paulette will work together to explore available options based on the agency's fiscal allotments and research needs.

### **Survey**

Logistics and implementation of the survey were discussed next. After further consideration of the survey conducted by the GMHB, all agreed that a different set of questions will be necessary for the Environmental Boards' survey. Kathy will draft a list of potential questions from which ten will be chosen. A list of contacts will be compiled in the interim.

### **Correspondence with Ecology**

Kathy reported that since the last meeting, the issue of service on Ecology has been sorted out. As a means of notification that a case is pending or has been resolved, the initial scheduling letter and any final decision for PCHB and SHB cases will be sent to the Appeals Coordinator for the Department of Ecology. If the case concerns a penalty, the same will also be sent to the Ecology fiscal desk. Counsel of record will be responsible for providing copies to any additional Ecology staff while the case is before the Board.

### **Good of the Order**

At the conclusion of the meeting, the Board noted other publications in the office library that need to be updated. Jan asked whether copies of the historical decisions in the library should continue to be scanned. This may be unnecessary if the decisions are already in electronic format online.

Next, Paulette gave a recap of the Lean Transformation Conference she attended in October. She reported that ELUHO has already implemented many of the things that were suggested at the conference and gave some examples. Ideas for further streamlining and efficiency were briefly discussed.

Nina reported that the GMHB Policy Subcommittee will meet on November 7. Technical WAC changes will be adopted at the GMHB's meeting in December.

Bill noted that the Shoreline law was updated and EHO's rules should be updated as well to reflect the changes. Bill and Kay will work together on this.

The meeting adjourned at 10:20 a.m.

Vanessa Smith  
Administrative Assistant